



## HUMAN RESOURCES & COMPLIANCE

### FY16 Mandatory Training Calendar



#### WORKPLACE HARASSMENT

#### JULY 15-AUGUST 23

**Audience: All Staff and Faculty | Duration: 30 Min - 1 Hr**

Staff and Faculty will gain knowledge and awareness of behavior that constitutes sexual harassment. This course provides employees with critical information on how to recognize and prevent sexual harassment in the workplace. The responsibilities of employees, supervisors, and employers are also addressed.

#### CODE OF CONDUCT

#### SEPTEMBER 25-OCTOBER 25

**Audience: All Students, Faculty & Staff | Duration: 10 Min**

The Code of Conduct clarifies the standards of behavior that are expected of employees and students of Morehouse School of Medicine. It gives guidance in areas where employees and students need to make personal and ethical decisions.

#### HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

#### NOVEMBER 1- DECEMBER 10

**Audience: All Students, Faculty & Staff | Duration: 30 Min**

The HIPAA training requirements are intended to ensure the confidentiality, integrity, and availability of ePHI the covered entity creates, receives, maintains, or transmits and protect against reasonably anticipated threats or hazards to the security or integrity of the ePHI.

#### CONFLICTS OF INTEREST DISCLOSURE

#### JANUARY 11-FEBRUARY 12

**Audience: FTE Staff, Faculty & Residents | Duration: 10 Min**

Existing employees will be required to update and or disclose new circumstances that might create COI. A notice will be provided by the Office of Compliance & Corporate Integrity, outlining the exact requirements.

#### WAGE & HOUR

#### APRIL 18-MAY 19

**Audience: All Faculty & Staff | Time Duration: 30-75 Min**

Employees will learn about the basics of state and federal laws concerning overtime, off-the-clock hours, and other critical wage and hour issues.

